Program Office: Office of Community Services

Funding Opportunity Title: Community Services Block Grant (CSBG)/Rural Community Development Activities Program (RCDAP)/ Homeland Security Program: Water and Wastewater Treatment Systems Safety and Security Training and Technical Assistance Project

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-OCS-EF-0102

CFDA Number: 93.570

Due Date for Applications: 05/15/2006

Executive Summary:

The Administration for Children and Families (ACF), Office of Community Services (OCS), announces that competing applications will be accepted for a new cooperative agreement pursuant to the Secretary's discretionary authority. The Community Services Block Grant (CSBG) Act of 1981, as amended by Section 680(a)(1) of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (the Act), authorizes the Secretary of the U.S. Department of Health and Human Services (HHS) to make grants, loans, or guarantees to States and public agencies and private, non-profit organizations, or enter into contracts or jointly financed cooperative arrangements with States and public agencies and private, non-profit organizations (and for-profit organizations, to the extent specified in paragraph (2)(E)) for each of the objectives described in paragraphs (2) through (4). Section 680(a)(3) of the Act authorizes the Secretary to provide assistance for rural community development activities, including assistance to enable multi-state, regional, private, non-profit organizations to provide training and technical assistance to small, rural communities concerning meeting their facilities needs.

OCS invites eligible organizations to submit an application for an award to support the Rural Community Development Activities Program (RCDAP), Homeland Security Program: Water and Wastewater Treatment Systems Safety and Security Training and Technical Assistance Project. The project will address concerns that many small and very small community water and wastewater treatment systems might be most vulnerable to possible terrorist attack and yet be the least prepared to deal with such an event. Awards are competitive and will go to an applicant that clearly meets the evaluation criteria. Issuance of an award is contingent upon the availability of funds. This announcement invites applications for one 12-month budget period in a 36-month project period. Applications for continuation grants funded under this award beyond the one-year budget period, but within the three-year project period, will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee, and a determination that continued funding will be in the best interest of the Federal Government.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Description
The Administration for Children and Families (ACF), Office of Community Services (OCS), announces that competing applications will be accepted for a new cooperative agreement pursuant to the Secretary's discretionary authority. The Community Services Block Grant (CSBG) Act of 1981 as amended by Section 680(a)(1) of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (the Act), authorizes the Secretary of the U.S. Department of Health and Human Services (HHS) to make grants, loans, or guarantees to States and public agencies and private, non-profit organizations, or enter into contracts or jointly financed cooperative arrangements with States and public agencies and private, non-profit organizations (and for-profit organizations, to the extent specified in paragraph (2)(E)) for each of the objectives described in paragraphs (2) through (4). Section 680(a)(3) of the Act authorizes the Secretary to provide assistance for rural community development activities, including assistance to enable multi-state, regional, private, non-profit organizations to provide training and technical assistance to small, rural communities concerning meeting their facilities needs.

OCS invites eligible organizations to submit an application for an award to support the Rural Community Development Activities Program (RCDAP), Homeland Security Program: Water Safety and Security Training and Technical Assistance Project. The project will address concerns that many small and very small community water and wastewater treatment systems that might be most vulnerable to possible terrorist attack, yet may be the least prepared to respond to such an event.

OCS is seeking assistance, through a cooperative agreement, to identify, complement, coordinate, and promote water and wastewater treatment systems safety and security for small and very small communities nationwide. The goals will be to: 1) improve the capacity of small systems to better prepare for emergencies; 2) develop emergency preparedness training manuals for small water systems; 3) identify appropriate technologies to secure such systems; and 4) provide training and technical assistance to small communities that are working to achieve security against possible terrorist attack. The cooperative agreement will require active partnership between OCS and the successful applicant.

The Cooperative Agreement

This project uses a cooperative agreement as the vehicle for funding the CSBG RCDAP Homeland Security Program. A cooperative agreement is an assistance instrument for which substantial involvement is anticipated between the awarding office and the recipient during performance of the funded activity. Substantial involvement may include collaboration or participation by the designated awarding office staff in activities specified in the award and, as appropriate, decision-making at specified milestones related to performance. Potential types of substantial involvement under a cooperative agreement include, but are not limited to, collaborating in development of the training or service delivery model; approving analytical approaches or the initiation of subsequent phases of the project; training project staff in participating organizations; assisting in the evaluation of potential contractors; and providing other assistance to program management on technical performance.

Definition of Terms

Budget Period: The time interval into which a project period is divided for budgetary and funding purposes.

Distressed Community: An urban neighborhood or rural community with high unemployment and pervasive poverty.

Eligible Applicant: A multi-State, regional, private non-profit organization that can provide training and technical assistance to small, rural communities concerning their community facility needs. Faith-based organizations that meet the above requirements are eligible to apply.

Indian Tribe: An Indian Tribe or private, non-profit Indian corporation or organization.

Poverty Income Guidelines: Guidelines published annually by the U.S. Department of Health and Human Services that establish the level of poverty defined as low-income for individuals and their families.

Project Period: The total time for which a project is approved for OCS support, including any approved extensions.

Rural Community: A community or defined rural area with a population of 10,000 or less.

Secretary: The Secretary of Health and Human Services, acting through the Director of Office of Community Services.

Small and Very Small Communities: A community or defined rural area with a population of under 3,300.

Technical Assistance: A problem-solving event or intervention utilizing the services of an expert. Such services may be provided on-site, by telephone, or by other communications. These services address specific problems and are intended to assist in immediately resolving a given problem or set of problems.

Third Party: Any individual organization, or business entity that is not the direct recipient of grant funds under this award.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

The Cooperator will provide training and technical assistance to small and very small communities that are working to achieve the safety and security of their community water and wastewater treatment systems. In doing so, it shall: 1) conduct water and wastewater infrastructure security technical assistance on-site and in workshops using regional

coordinators; 2) expand the on-site services with telephone and on-line capabilities to reach a broader audience; 3) develop emergency preparedness training manuals for small water systems; 4) develop an e-zine (electronic magazine) and a listserv for information sharing, on-line responses, and electronic networking; and 5) focus services on training water utility board members and local officials, as well as providing additional outreach to community leaders and systems operators.

The Cooperator will submit regular semi-annual Financial Status and Program Progress reports that describe activities including, at a minimum, (a) information about the actions taken to implement and operate the proposed project, (b) outcomes of the proposed project, and (c) issues raised through the project.

Roles and Responsibilities of OCS

OCS will monitor the project and provide technical assistance and feedback when necessary. OCS will organize periodic consultations and teleconferences to review planned activities, to share information, and to promote nationwide coordination of the project. OCS will assist in scheduling workshops.

Anticipated Total Priority Area Funding:	$369,597
Anticipated Number of Awards:	1
Ceiling on Amount of Individual Awards:	$369,597 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	$369,597 per budget period
Length of Project Periods:	36-month project with three 12-month budget periods

This announcement invites applications for a 12-month budget period and a 36-month project period. Applications for continuation grants funded under this award beyond the one-year budget period but within the three-year project period will be entertained in subsequent years

on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee, and a determination that continued funding will be in the best interest of the Federal Government.

The Fiscal Year (FY) 2007 President's Budget does not include or propose funding for the Homeland Security Program: Water and Wastewater Treatment Systems Safety and Security Training and Technical Assistance Project.

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Multi-state, regional, private, non-profit organizations that can provide training and technical assistance to small, rural communities concerning their community facility needs are eligible entities under this program announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov.   A D-U-N-S number will be required for

every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Thom Campbell
Administration for Children and Families
Office of Community Services
370 L'Enfant Promenade, SW.
Washington, DC 22209
Phone: 202-401-5483
Email: TCampbell@acf.hhs.gov

2. Content and Form of Application Submission:

Application pages should be numbered sequentially throughout the application package, beginning with a Summary/Abstract of the proposed project as page number one; and each application must include the following:

- Project Summary/Abstract - This should be brief and is not to exceed one page. The project summary/abstract should be on the applicant's letterhead. It will not be counted as part of the Project Narrative/Description page limitation. (See *Section V.*)
- The Project Description is limited to 30 pages, exclusive of the budget narrative, Standard Forms (SFs), certifications, and assurances.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances.   The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of $100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Projects proposed for funding under this announcement must result in direct benefits for low-income people. Low-income is defined as having an income at or below the most recent annual update of the Poverty Income Guidelines published by HHS. The guideline information is posted on the Internet at the following address: http://www.aspe.hhs.gov/poverty.   Annual revisions of these guidelines are normally published in the *Federal Register* in February or early March of each year and are applicable to projects being implemented at the time of publication. Grantees will be required to apply the most recent guidelines throughout the project period. The *Federal Register* may be obtained from public libraries, Congressional offices, or by writing the Superintendent of Documents, U.S. Government Printing Office, st1:place>Washington, DC 20402. The *Federal Register* is also available on the Internet through GPO Access at the following web address:

http://www.gpoaccess.gov/fr/index.html.

No other government agency or privately defined poverty guidelines are applicable to determining low-income eligibility for this OCS program.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission
You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html**.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at http://www.Grants.gov. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a**

current CCR registration AND electronic signature credentials for the AOR.

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.

- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.

- Your application must comply with any page limitation requirements described in this program announcement.

- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.

- ACF may request that you provide original signatures on forms at a later date.

- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.

- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.

- Checklists and registration brochures are maintained at http://www.grants.gov/GetStarted to assist you in the registration process.

- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise

required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 5/15/2006.

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery.   Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

Checklist

The following checklist enumerates the items necessary for application and the order in which these items should be submitted:

What to Submit	Required Content	Required Form or Format	When to Submit
Support Letters	See Section V.	Found in Section V.	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due

			date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Assurances	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Third-Party Agreements	See Section V.	Found in Section V.	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants*, titled, *Survey on Ensuring Equal Opportunity for Applicants*, at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities."   Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs.   Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are

requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: http://www.whitehouse.gov/omb/grants/spoc.html.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

The applicant must indicate its willingness to cooperate with the organization developing the national evaluation design for RCDAP in identifying performance goals and measures. The applicant must provide a signed statement agreeing to cooperate with the organization evaluating the national program by providing the data and information necessary for carrying out the evaluation.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Barbara Ziegler-Johnson, Grants Management Officer
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, SW.
Washington, DC 20447

Hand Delivery

Barbara Ziegler-Johnson, Grants Management Officer
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
901 D Street, SW., Aerospace Building
Washington, DC 20024
Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.
The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I   THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete.   It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II   GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, improvement of the capacity of small water and wastewater treatment systems to better prepare for emergencies resulting from terrorist attacks; development of emergency preparedness training manuals; identification of appropriate technologies to secure water and wastewater treatment systems; provision of training and technical assistance to communities that are working to respond to the issue of possible terrorist attacks on water and wastewater management systems; and an increase in the number of communities provided with assistance in community capacity-building and development of leadership skills.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project

has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA
Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT
Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES
Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described

in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

DISSEMINATION PLAN

Provide a plan for distributing reports and other project outputs to colleagues and to the public.   Applicants must provide a description of the method, volume, and timing of distribution.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.   These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding.   All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT
Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.   Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES
Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient

organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER
Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES
Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be

made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 30 points

The extent to which the work plan is both sound and feasible. The extent to which it establishes realistic quarterly time targets for task completion. The extent to which the application contains a full and accurate description of the project and the proposed use of the requested financial assistance. The extent to which critical issues or potential problems that might negatively impact the project are defined; and the extent to which the applicant justifies that project objectives can be reasonably attained despite such potential problems.

RESULTS OR BENEFITS EXPECTED - 15 points

The extent to which the proposed project will produce permanent and measurable results that will significantly enhance the health of the communities served and the well-being of their residents. The extent to which results are quantifiable in terms of program area expectations. For example, improvement of the capacity of small water and wastewater

treatment systems to better prepare for emergencies resulting from terrorist attacks; development of emergency preparedness training manuals; identification of appropriate technologies to secure the systems; provision of training and technical assistance to the communities that are working to achieve security against possible terrorist attacks on water and wastewater management systems; and increases in the number of communities provided with assistance in community capacity-building and development of leadership skills.

ORGANIZATIONAL PROFILES - 15 points

The extent to which the documentation provided indicates that previous relevant projects were effective and provided permanent benefits to the low-income population.

The extent to which organizations that propose the provision of training and technical assistance have detailed their competence in community water and wastewater treatment systems and in training and technical assistance. If applicable, information provided by these applicants also should address related achievements and the competence of each cooperating or sponsoring organization.

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

The extent to which the application identifies the target population(s) and/or low-income communities to be served. The extent to which an application describes a project that is designed to respond to the identified needs. The extent to which the applicant can describe the geographic area to be impacted, e.g., an applicant could cite the percentage of low-income residents and/or communities that will be impacted and provide any other data relevant to the project design. The extent to which the applicant can describe the needs of the targeted communities and how it plans to address these needs in each relevant area of activity including training and technical assistance in securing water and wastewater management systems, community capacity-building, and leadership development.

STAFF AND POSITION DATA - 15 points

The extent to which the application describes, in brief resume form, the experience and skills of the Project Director and demonstrates whether he or she possesses the professional capabilities necessary to successfully implement the project. If a Project Director has not yet been identified, the extent to which the application contains a comprehensive position description indicating the responsibilities to be assigned to the Project Director. The extent to which the applicant has adequate facilities and resources (i.e., space and equipment) to successfully implement the project. The extent to which the assigned responsibilities of staff are appropriate to the tasks identified for the project. The extent to which sufficient time of senior staff will be committed to assure timely implementation, cost-effective management, and oversight of the project.

BUDGET AND BUDGET JUSTIFICATION - 5 points

The extent to which the budget form and narrative meet the requirements of the Budget Information Form (SF-424A or 424C). The extent to which funds requested are commensurate with the level of effort necessary to accomplish the goals and objectives of the project. The extent to which the application includes a narrative detailed budget break-down for each of the budget categories in the SF-424A. The extent to which the applicant presents a reasonable administrative cost. The extent to which the estimated cost to the Federal Government is reasonable in relation to the anticipated results.

EVALUATION - 5 points

The extent to which the applicant provides a well thought through outline of a plan for collecting, validating and reporting or providing data concerning its activities and services.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Each application submitted under this program announcement will undergo a pre-screening to determine that the application was received by the closing time and date and whether the requested amount is at or below the stated ceiling.

Applications that pass the initial OCS screening will be reviewed and rated by an independent review panel on the basis of the specific evaluation criteria described in *Section V*. The evaluation criteria were designed to assess the quality of the proposed project, and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria and program elements within the context of this Program Announcement. The result of this review will assist the Director and OCS program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration, including, but not limited to, the timely and proper completion by the applicant of projects funded with OCS funds granted in the last five years; comments of reviewers and government officials; staff evaluation and input; the amount and duration of the grant requested; the proposed project's consistency and harmony with OCS goals and policy; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative

reports; and the applicant's progress in resolving any final audit disallowances on previous OCS grants or other Federal agency grants.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.os.dhhs.gov/fbci/waisgate21.pdf.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/programs/ofs/forms.htm) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

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Administrative for Children and Families
Office of Community Services
370 L'Enfant Promenade, SW.
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Email: TCampbell@acf.hhs.gov

Grants Management Office Contact:

Barbara Ziegler-Johnson, Grants Management Officer
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
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VIII. OTHER INFORMATION

The FY 2007 President's Budget does not include or propose funding for the Homeland Security Program: Water and Wastewater Treatment Systems Safety and Security Training and Technical Assistance Project.

Date: 02/28/2006   Josephine B. Robinson

Director

Office of Community Services